

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)**

POLICY DIRECTIVE 34-1

15 February 2002

SERVICES

FUND-RAISING ACTIVITIES

- 1. REFERENCES:** (a) USTRANSCOM Instruction (USTRANSCOMI) 34-1, *Fund-Raising Activities*, 1 November 2000, **hereby cancelled**
- (b) Air Force Instruction (AFI) 34-223, *Private Organization (PO) Program*
- (c) AFI 36-3101, *Fund-Raising Within the Air Force*
- (d) AFI 48-116, *Food Safety Program*
- (e) Department of Defense (DOD) 5500.7-R, *Joint Ethics Regulation (JER)*
- (f) 230 Illinois Compiled Statutes Annotated (ILCS) 15/2, *Licensing*

2. PURPOSE: Establish policy and procedures for the scheduling and operation of fund-raising activities in USTRANSCOM-occupied facilities on Scott Air Force Base, Illinois. Fund raisers on Scott AFB IL which are not in a USTRANSCOM-occupied building must be approved by the 375 Support Group Commander (SPTG/CC). This includes fund raisers occurring at the Base Exchange, Commissary, Base Lake, etc.

3. APPLICABILITY: Applies to all personnel assigned or attached to USTRANSCOM at Scott AFB IL.

4. POLICY: The USTRANSCOM Chief of Staff (TCCS) is responsible for the overall fund-raising program at USTRANSCOM.

4.1. Only private organizations on Scott AFB IL having Scott AFB Installation Commander approval will be permitted to conduct fund-raising activities within USTRANSCOM facilities.

4.2. All fund-raising activities must be conducted in accordance with Air Force and installation directives.

4.3. All fund-raising activities must be coordinated and approved by the TCCS if USTRANSCOM facilities are to be used.

5. PROCEDURES:

5.1. Normally, only private organizations affiliated with USTRANSCOM, such as booster clubs, senior enlisted organizations, etc., are approved for fund-raising activities within USTRANSCOM facilities.

5.2. Ten days prior to activity, route AF Form 1768, Staff Summary Sheet (SSS), through the coordination process (sample SSS at Atch 1). Ensure SSS reaches TCJA for legal review at least 5 days prior to activity start date. TCJA will then forward to TCCS for approval. The following information is required on the SSS:

5.2.1. Nature of the event.

5.2.2. Proposed location. Be specific: "front foyer, Building 1900" or "main hallway, Building 1961."

5.2.3. Date and time of the event.

5.2.4. Point of contact (POC) and daytime telephone number.

5.2.5. Item(s) to be sold (if applicable).

5.2.6. Purpose of the event (e.g., raise funds to defray costs for junior grade enlisted to attend military ball, raise funds for scholarship program for DOD personnel and their families, etc.).

5.2.7. Coordination must be obtained from the Building 1700 Snack Bar Manager (AAFES/FS) if a food-related fund-raising activity is going to be held in that building. Any type of USTRANSCOM-related fund-raising activities planned for Building 1700 must receive coordination from the Air Force Communications Agency/Facility Management Office (AFCA/CCQM) at 256-5463.

5.3 Raffles and Games of Chance. USTRANSCOM personnel may not participate in gambling, to include raffles or games of chance, while on duty or while on federally-owned or leased property except as authorized by DOD 5500.7-R, paragraph 2-302a(2), which permits raffles by organizations composed primarily of DOD employees or their dependents for the benefit of welfare funds for their own members or for the benefit of other DOD employees or their dependents. In addition, raffles must comply with Illinois state law. The Illinois Gaming Raffles Act, 230 ILCS 15/2 (1994), authorizes any county or municipality to establish a system for the licensing of organizations to operate raffles.

St. Clair County has a system to administer applications and permits. The point of contact, St. Clair County Clerk's Office, is located on the second floor at 10 Public Square, Belleville, Illinois. The telephone number is 277-6600. An officer of the organization (president, vice president, treasurer, or secretary) must appear in person to fill out and sign the application. The fee is \$2.00. The person can wait for approval and receive the permit at the time of application or return for the permit later. If no permit is obtained, the St. Clair County Clerk will refer the matter to the County Board. Violation of the law is a Class C Misdemeanor.

5.3.1. Raffles may not be conducted in the workplace. With TCCS approval, raffles may be conducted at public entrances, such as the lobby areas of Buildings 1900 and 1961.

5.3.2. Military members or civilian employees may not conduct raffles during their duty time. Military members may not conduct raffles at any time while in uniform. Personnel may participate in private organization fund-raising raffles only in a purely personal, unofficial volunteer capacity at authorized locations and in ways that do not imply official endorsement.

5.4. Safety and Food Handling Requirements: Air Force instructions govern food service and, in the interest of the health and safety of employees, certain procedures must be observed when food sales are part of a fund-raising activity. Food preparation and sales are governed by AFI 48-116, Food Safety Program. The primary POC must contact the 375th Aeromedical Squadron Public Health Office (375 AMDS/SGPM) at 256-4986 to receive a briefing on proper safety and cleanliness standards for each specific function and obtain coordination on the SSS (see Atch 1). The POC will, in turn, brief all participants and provide the Public Health Office a signed statement ensuring those involved in the fund-raising activity were briefed on proper procedures prior to participation.

6. RESPONSIBILITIES:

6.1. TCCS is the final approval authority for all fund-raising activities in USTRANSCOM facilities.

6.2. The Facilities Managers for USTRANSCOM-occupied buildings (TCCS-FM for Buildings 1900 and 1961 and AFCA/CCQM for Building 1700) will provide guidance on physical location, materials, and supplies needed to conduct fund-raising activities. Items such as folding tables, chairs, extension cords, etc., are available for loan within the facilities in accordance with DOD 5500.7-R.

6.3. The private organization POC is responsible for the proper conduct of the fund-raising activity. The POC must make any necessary final arrangements with the appropriate building facility manager not later than the day prior to the event. The POC must pick up loaned items and return them to the facility manager in clean, serviceable condition not later than one day after the event.

6.4. Volunteers involved in fund-raising activities are responsible for the following:

6.4.1. Place publicity fliers only in approved areas, e.g., approved bulletin boards and rest room bulletin boards.

6.4.2. Begin and end the fund-raising activities at the approved times.

6.4.3. Keep the sales area, if any, clean.

6.4.4. Avoid obstruction of doorways and hallways.

6.4.5. Immediately wipe up any liquid or food spills to avoid potential injury to personnel.

6.4.6. Comply with reference (d) AFI 48-116 and 375 AMDS/SGMP regarding preparation and serving of food items.

6.4.7. Clean up area after the fund-raising event is completed.

6.4.8. Remove publicity fliers that were posted in USTRANSCOM facilities.

7. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

//SIGNED//

DANIEL G. BROWN
Lieutenant General, U.S. Army
Deputy Commander in Chief

Attachment:
Sample AF Form 1768 for Fund-Raising Activity Approval

OPR: TCJA

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname) GRADE & DATE		TO	ACTION	SIGNATURE (Surname) GRADE & DATE
1	375 SPTG/CC	Coord	If not in USTRANSCOM-Occupied Building	6	TCCS-FM	Coord	For Fund Raising in Buildings 1900, 1911, and 1961
2	375 SVF	Coord	If not in USTRANSCOM-Occupied Building	7	TCJA	Coord	
3	AFCA/CCQM	Coord	For Fund Raising in Building 1700	8	TCCS	Appr	
4	AAFES/FC	Coord	For Food Fund Raising in Building 1700	9			
5	375AMDS/SGPM	Coord	For Food Fund Raising	10			

SURNAME AND GRADE OF ACTION OFFICER		OFFICE SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
MSgt John Giovanni		TCJX-XX	229-1234	jag	
SUBJECT					DATE
Fund Raiser – USTRANSCOM Senior Enlisted Group					

SUMMARY

1. The USTRANSCOM Senior Enlisted Association requests permission to conduct a fund-raising event. In accordance with USTRANSCOM Policy Directive 34-1, the following information is provided in support of the request.

- Nature of the event: Hot Dog & Brat Sale
- Location: Building 1900 Rear Lobby
- Date and time of event: 5 Dec 02
- Project Officer and phone number: MSgt John Giovanni, 229-4321
- Items to be sold: Hot dogs, brats, soft drinks, and chips
- Funds from the event will be used for _____
- List of fund raisers and dates of events held in the last year:
Pizza Sale, 6 Feb 02
Car Wash, 5 July 02
- An approved fund-raiser request letter will accompany any advertising/publicity requests.

2. Members are aware that, generally, they are jointly and severally liable for the obligations of the private organization.

3. I certify that participants (e.g., workers) for this fund raiser are volunteers and will be using time allotted for breaks or lunch periods in order to participate in this function.

4. I certify that I have read, and am in compliance with, USTRANSCOM Policy Directive 34-1, *Fund-Raising Activities*.

5. I certify that participants will be briefed on proper food handling procedures.

MARY E. JONES, CMSgt, USAF
President, USTRANSCOM Senior Enlisted Group

ATTACHMENT 1